



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: January 5, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 6, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, January 20, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Applications will be accepted from qualified permanent DOT employees only.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

RS IV

Appraisal Manager  
Region 2/District 2/Program Development  
Highways  
Dixon

Attachments  
40680

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, January 20, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Applications will be accepted from qualified permanent DOT employees only.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Realty Specialist IV

**Salary Range:** \$5,015 - \$9,155

**Position Title:** Appraisal Manager

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW944-23-52-301-20-01

**IPR#:** 40680

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#### Office/Central Bureau/District/Work Address:

Highways / Region 2 / District 2 / Bureau of Program Development / 819 Depot Avenue, Dixon, IL

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#### Description Of Duties:

This position is accountable for supervising and establishing the compensation to be offered for property rights acquired or relinquished by the Department of Transportation, District Two, and the compensation to be paid for rights-of-way to be acquired by the various local agencies within the district.

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#### Special Qualifications:

##### *The following criteria is required:*

- State Certified General Appraiser
- Valid driver's license

##### *The following criteria is desired:*

- Knowledge, skill and mental development equivalent to completion of four years of college including course work in engineering, business administration, prelaw and economics or related fields
- Four years of professional experience in real estate appraisal, negotiation, property management or relocation assistance
- Extensive knowledge of real estate appraising process, negotiations and condemnation process, property management and relocation principles
- Extensive knowledge of state and federal laws concerning land acquisition and related activities
- Extensive knowledge of departmental land acquisition policies and procedures
- Ability to establish and maintain effectual working relations with property owners, attorneys and government officials

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#### Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	September 22, 2015	<b>POSITION:</b>	Appraisal Manager
<b>APPROVED BY:</b>	<i>Paul Loete</i>	<b>OFFICE/DIVISION:</b>	District 2 / Program Development
<b>CODE:</b>	PW944-23-52-301-20-01	<b>REPORTS TO:</b>	Land Acquisition Manager

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***Position Purpose***

This position is accountable for supervising and establishing the compensation to be offered for property rights acquired by or relinquished by the Department of Transportation, District 2 and the compensation to be paid for rights-of-way to be acquired by the various local agencies within the District.

***Dimensions***

Supervising District Personnel:	4 Directly; 4 - 5 Indirectly
Supervising of Fee Appraisers:	10 – 25 (fee)
Total Value of Appraisals:	\$6,700,000 - \$13,000,000 per year
Number of Appraisals Reviewed:	250 – 500 per year
Contract Value of Appraisals:	\$75,000 - \$250,000 per year

***Nature and Scope***

This position reports to the Land Acquisition Manager, as do the Chief of Plats and Plans, the Chief of Surveys, the Condemnation Engineer, and an Executive Secretary I. Reporting directly to this position are three Appraiser positions.

This position is unique in that it is responsible for the preparation and review of appraisals for establishing just compensation for property acquired for public use, as required and provided for by the Constitutions of the United States and the State of Illinois. These appraisal reports must be reviewed and analyzed to assure that proper values have been established. The values established have an immense impact on State funds that are dispersed for land acquisition. Offers to property owners cannot be made until a reviewing appraiser has established his/her opinion of the fair market value for the rights to be acquired; therefore, proper appraisals are required to meet construction letting dates and hold condemnation to a minimum.

The typical problems of this position are the supervision of staff and fee appraisers to ensure uniformity of appraisal value and the application of acceptable appraisal techniques; the use of considerable tact, skill, and diplomacy when dealing with property owners, attorneys, and the general public to ensure good public relations; the motivation of his/her subordinates to fully develop their skills to ensure top proficiency; and the use of excellent judgment in approving or documenting appraisal reports. This position must continually be aware of all appraiser qualifications, availability, and production potential in order to meet the letting dates. The greatest challenge is scheduling and expediting appraisal activities while ensuring that fair compensation is established in order to meet construction letting dates.

The incumbent is responsible for the review of appraisals prepared by fee and staff appraisers and the review of appraisal policies and procedures used in the District. He/She reviews all appraisals in the office and field to determine the fair market value of the parcels being acquired for highway work, whether partial or full takings. The incumbent reviews or supervises the review of the appraisal reports for content and form to determine their acceptability and establishes negotiating figures on the most complex appraisals such as special use properties. This position prepares, supervises, and reviews cost studies to determine the feasibility of various highway alignments. Since wide divergences sometimes exist between appraisal estimates, the incumbent is

also responsible and has the latitude to reconcile the variances by an appraisal documentation. The incumbent must be able to testify as an expert witness and advise the Special Assistant Attorney General during condemnation proceedings and occasionally attend pre-trial conferences and Eminent Domain proceedings representing the Department in any way best to aid the Department's interest in the case. The incumbent must evaluate both improvements and excess property to obtain the maximum return on the State's investment and decide how this property is to be disposed of.

The incumbent supervises other reviewing appraisers within the District to verify fair market value in compliance with State and Federal regulations and supervises the preparation of cost estimates for appraisal fees and property acquisition.

This position is governed by the Illinois laws for the Eminent Domain and the Federal-State regulations affecting the evaluation of real estate for right-of-way. The incumbent makes recommendations to the Land Acquisition Manager regarding non-cooperative owners, unresolved complaints, and potential problems, and consults with the Regional Engineer and Special Assistant Attorney General as to the reasonability of administrative settlements for rights-of-way. Also, this position recommends the hiring of staff and fee appraisers and reviews their appraisal qualifications. In addition, he/she is responsible for an annual proficiency rating of both fee and staff appraisers.

The incumbent confers with the Bureau of Program Development regarding construction details, scheduling, and cost estimates. They meet with the Central Bureau of Land Acquisition and the Federal Highway Administration to review policy, procedures, status, and scheduling. He/She meets with attorneys and landowners to interpret the appraisals and has frequent contact with professional fee appraisers in order to give guidance and direction in preparation of appraisals for the District. This position is unique in that at the direction of the Regional Engineer, the incumbent reviews all appraisals, regardless of the funding, sent to the District by the local agencies for approval. In addition, the incumbent advises the various local agencies on appraisal matters such as appraiser selection, number of appraisals required, and the type and form of appraisals. This assignment, which requires discussion with mayors, city engineers, city attorneys, County Superintendents of Highways, and, at times, municipal or county board members, requires the incumbent to use an ample amount of tact and discretion.

The effectiveness of this position is measured by the extent to which construction schedules are not delayed by the work of the appraisal unit, by the number of citations by the Federal Highway Administration, percentage of condemnation cases, by the number of excess land parcels and improvements which are disposed of on a timely schedule, and by maintaining good working relations with subordinates and others inside and outside the Department.

### ***Principal Accountabilities***

1. Preparing adequate, timely, and fair appraisals that are in compliance with State and Federal valuation policies and procedures.
2. Thoroughly reviewing appraisals and establishing fair market value.
3. Providing accurate cost studies pertaining to land value on various highway alignments to the Bureau of Program Development.
4. Training and education of appraisal staff and development of reliable augmentative fee appraisal force.
5. Providing expert valuation testimony for contested acquisition.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees
7. Performs other duties as required.